

**CITY OF CARMEL AND CLAY TOWNSHIP
BOARD OF ZONING APPEALS**

INSTRUCTION SHEET for SPECIAL EXCEPTION APPLICATION

1. Allow plenty of time for the Department of Community Services (DOCS) staff review and Board of Zoning Appeals (BZA) approval Process (approximately 45-60 days).
2. INFORMATION NEEDED for formal DOCS staff and BZA review:
 - a. Need the original and one copy of the completed Special Exception application (available from the DOCS).
 - b. Need two (2) copies of location map showing location of site in question, zoning, and existing land use of all adjacent properties.
 - c. Need two (2) copies of all plans drawn to scale with all dimensions and depicting all existing and proposed structures, elevations, landscaping, drainage, signage, and any other supporting documentation to fully understand the proposal.
 - d. Need two (2) copies (one with each application form) of adjacent property owner certified by the Hamilton County Auditor's Office.
3. The above referenced information must be submitted to the DOCS at least forty-five (45) days prior to hearing date. Within ten (10) days, the application will be reviewed by staff and a letter outlining the deficiencies will be mailed to the petitioner or a docket number will be assigned (a docket number will not be assigned until all deficiencies are addressed).
4. After final review the petitioner will need to pay the required filing fee at which time the docket number will be released.
5. At this time, the Notice of Public Hearing must be mailed to all adjacent property owners and published in the Indianapolis Star a MANDATORY twenty-five (25) days prior to the public hearing date. Also, a public hearing sign must be posted on the property (see next page 2).
6. At least ten (10) days prior to the hearing, the petitioner must submit their proof of publications, proof of adjacent property owners notice, a completed Petitioner's Affidavit of Notice of Public Hearing, and the Board member's packets to the DOCS (a minimum of nine [9] packets are needed).

The following is the order and list of items that should be included in each Board Member's packet:

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|-------------------------------------|---|
| 1—Finding of Facts (ballot sheet) | 4—Statement of Support |
| 2—Finding of Facts (question sheet) | 5—Location Map |
| 3—Statement of Special Exception | 6—Reductions of all plans (site, drainage, landscaping, signage, lighting, etc.) and elevations |

7. The property owner, property owner's Attorney, or someone with the property owner's Power of Attorney must be present at the Carmel/Clay Board of Zoning Appeals Public Hearing.
8. A presentation must be given at the public hearing. This should include some type of display or exhibit, an overhead transparency projector and laser pointer will be available the night of the public hearing.
9. Generally, special exception applications can be acted upon by the Board in one meeting. However, the Board at its' discretion at any time may table an item.
10. The Board of Zoning Appeals meets the fourth Monday of each month at 6:00 p.m. in the City Council Chambers, 2nd floor of City Hall, One Civic Square, Carmel, Indiana.

Board of Zoning Appeals Public Notice Sign Procedure:

The petitioner shall incur the cost of the purchasing, placing, and removing the sign. The sign must be placed in a highly visible and legible location from the road on the property that is involved with the public hearing.

The public notice sign shall meet the following requirements:

1. Must be placed on the subject property no less than 25 days prior to the public hearing
2. The sign must follow the sign design requirements:
 - Sign must be 24" x 36" – vertical
 - Sign must be double sided
 - Sign must be composed of weather resistant material, such as corrugated plastic or laminated poster board
 - The sign must be mounted in a heavy-duty metal frame
3. The sign must contain the following:
 - 12" x 24" PMS 1805 Red box with white text at the top.
 - White background with black text below.
 - Text used in example to the right, with Application type, Date*, and Time of subject public hearing

* The Date should be written in day, month, and date format. *Example:*
Monday, January 23
4. The sign must be removed within 72 hours of the Public Hearing conclusion



Public Notice Sign Placement Affidavit:

I (We) _____ do hereby certify that placements of the notice public hearing to consider Docket Number _____, was placed on the subject property at least twenty-five (25) days prior to the date of the public hearing at the address listed below.

STATE OF INDIANA, COUNTY OF _____, SS:

The undersigned, having bee duly sworn, upon oath says that the above information is true and correct as he is informed and believes.

(Signature of Petitioner)

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____.